Management Regulations of Research Cubicles of the Doctoral Program,

Department of Business Administration of National Central University

Passed in the Department Meeting on December 7, 2021

Article I These Regulations are established to delineate the rights and usage of cubicles for the doctoral students in the Department to ensure proper allocation and management of the space.

Article II The application of cubicles is applicable to the doctoral students during the first week of each semester.

Article III The allocation of cubicles is based on the following criteria:

1. Students enroll in the doctoral program of the Department.
2. The first, second, and third-year doctoral students are prioritized in the arrangement process. The application of the fourth-year students and above are contingent on the availability of spare cubicles.

The allocation and arrangement of cubicles are subject to the discretion of the authority concerned. The preservation of prior assigned cubicle is not warranted.

Article IV Strict adherence to the regulations is required for all users.

1. Each student is allowed to use the particular cubicle he/she is assigned to. Unallocated cubicles and cubicles assigned to others shall not be occupied for personal use.
2. The removal of personal items is demanded within two weeks once the right of usage is not in effect. Items not removed within the mandated deadline shall be deemed as disposable. The cost incurred on the part of the Department to dispose of the items shall be at the expense of the student who is held accountable.
3. Once the usage right is not in effect, the key of the research room shall be returned to the Department. No duplicate key is allowed and kept in private. In case of any expense caused by students’ misconducts, such as door lock change due to duplicate keys or loss of keys, the student concerned shall be liable for all the inflicting expenses.
4. Users should keep quiet and refrain from making noise or engaging in any other activities unwelcome by others.
5. The use of electric cookers, induction stoves, electric warmers (heaters), refrigerators, and other high energy consumption appliances is strictly prohibited for the prevention of fire. Violators shall be held liable for all the expenses in case of any losses inflicted.
6. Users shall conserve energy by turning off air conditioners, lights, and other electrical appliances before leaving as nobody remains in the room.
7. Users are held accountable for the maintenance of the facilities, and shall not dispose of, damage, or deface the facilities without permission from the Department.
8. The Department provide cubicles and basic hardware. Personal belongings should be properly kept by users themselves.

Article V The Department will recall the right of the users given that any of the following circumstances occurs:

1. The users violate the preceding article in material aspects or fail to follow any advice twice, in which case the Department will revoke the usage right upon the detection of violations. Those whose usage right is revoked are excluded from the entitlement for a semester (six months), and repeated violations shall lead to disqualification and deprivation of the right.
2. The Department personnel will randomly check on the condition of the research room. For those who neither use the cubicle for more than two months, nor notify the Department and seek for the approval of reserving the cubicle, his/her right of usage will be revoked.

Article VI A research cubicle will be retrieved by the Department once the right to use is not effective due to user's graduation, suspension, withdrawal from school, or violating the regulations. When the user goes through the formalities for graduation, suspension, or withdrawal, the key of the research room is required to be returned to the Department at the same time.

Article VII Upon the approval of the committee, the regulations shall be immediately applicable on the day of their promulgation.

I, the undersigned, hereby apply for a research cubicle in the doctoral research room of the Department and agree to comply with the regulations.

Student ID number: 　　　 Student ID Code：

Name: 　　　　　　　　　　　[signature with the date]

Phone Number:　　　　　　　　　　　E-mail：

----------The section below the dotted line is for the Department personnel-----

🞎 Approved, Research Room No: \_\_\_\_\_\_\_. Cubicle:\_\_\_\_\_

管理者簽名押日期

🞎 Rejected, reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[undertaker signature with the date]

Returning the research room key: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**如中、英文兩個版本有任何抵觸或不相符之處，應以中文版本為準。**

***If there is any inconsistency or ambiguity between the English and Chinese versions, the Chinese version shall prevail.***